

Employment Opportunity

Administrative Services Specialist

\$ 45,625 to \$ 64,199 per year plus benefits

Application Process: Applications will be accepted until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at <http://www.sanbag.ca.gov>

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

The Job: The Administrative Services Specialist has confidential responsibilities related to organizational, operational, computer network, and human resource functions. Services are performed in support of the Human Resources/Information Services Manager and under the direction of the Director of Management Services.

Essential functions of the classification are:

- Assist in managing the SANBAG Computer Network, the SANBAG Intranet site, and management of the SANBAG Portal.
- Assist in managing SANBAG's policies & procedures by researching current requirements (federal/state) and other "best" practices.
- Manage miscellaneous projects such as SANBAG office practices, facility needs, and security practices.
- Perform analytical studies by gathering information on work flows, staffing, operating procedures, equipment usage, and systems automation.
- Process employee recruitments, hiring, and separations and manage the timely processing of performance evaluations and salary adjustments.
- Perform compensation and benefits surveys as needed.
- Manage the SANBAG-assigned smartphones.
- Participate in the SANBAG Safety Committee and assist with the implementation of safety projects.
- Perform others tasks as needed.

Travel: Occasional travel throughout the County and the Southern California region may be required. At the time of hire, a valid California driver's license and proof of automobile liability insurance must be produced.

Minimum Requirements:

Education: Bachelor's degree in public administration, accounting, or other related area.

Experience: One year work experience which may have included the following: conducting analytical studies related to organizational operations, staffing, and facility issues; writing reports, policies, and procedures; human resource tasks such as writing job descriptions and vacancy announcements, conducting interviews, and developing performance tests; and familiarity with computer applications such as word processing, spreadsheet, database, and portal software.

Physical Demands: Strength, dexterity, and vision required to use keyboards and video display terminals. Ability to reach for items above and below desk level; read long reports; sit for long periods of time; answer and speak on the phone; occasionally lift items weighing up to 25 pounds such as files, boxes, and stacks of paper; and move items from the office to other locations. Manual dexterity required for using office equipment, handling files, and sheets of paper.

Forward Application to:

San Bernardino Associated Governments
Attn: Terri Miyamoto
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

"An equal opportunity employer."